



Job Opportunity

State Controller's Office

Position: Key Data Operator - Permanent Intermittent
3 Positions (Noon to 8:00 pm)

Statewide

Location: Administration and Disbursements Division
3301 C Street, Suite 760, Sacramento, CA 95816

Issue Date: July 17, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Elaine Rice, (916) 327-5375

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1419-923

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direct supervision provided by a Key Data Supervisor II or I, the incumbent will key-enter and key-verify information from handwritten or typed source documents into an electronic system. The key entry system is accessed through a local area network (LAN) and uses PC-based software. The incumbent must be able to work well in a team environment as well as independently. The position requires use of various types of equipment, including but not limited to, the fax machine, the photocopier, the PC, and the calculator.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Key-enter and key-verify information from various types of source documents (i.e., grid forms) submitted by internal SCO divisions. The keyed information is used to generate state payments and update the SCO's fiscal records.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division
3301 C Street, Suite 760
Sacramento, CA 95816

Attn: Elaine Rice



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



